

Terminology, Symbols and Buttons – General Definitions

VVESTS is a web application. A browser is required to access this application. The only browser that is compatible with VVESTS is Internet Explorer. It is important for the user to become familiar with the terminology used throughout the training (ex: web page, URL, link). The following example consists of the most commonly used terms in a web application.

Symbols and Buttons:

This application uses many of the same symbols and buttons. The following is a brief description of most of those symbols and buttons.

URL: Uniform Resource Locator. This is the address which is typed in the browser to access any web application

****** indicates that the field is required. These fields will be highlighted in yellow.

***** indicates that the field is conditionally required based on other criteria entered.

“CLEAR” button “erases” the input data entered.

“FIND” or “SEARCH” button retrieves records from the database. If the user inputs data, the FIND or SEARCH button will use this data as the search criteria before retrieval.

“FIRST” button allows the user to access the first page of a retrieved list.

“LAST” button allows the user to access the last page of a retrieved list.

“NEW” button enters a new record into the database.

“NEXT” button allows the user to access the next page of a retrieved list.

“PREVIOUS” allows user to access the previous page of a retrieved list.

“QUERY” button is used to perform a search of the database.

“REQUERY” button refreshes the client’s record in the event any updates or deletions made in the database.

“SAVE” button is used to save information into the database.

“UNDO” button is used to clear the record before it is saved into the database, for instance, to correct errors or amend information. (Note: The **“Esc” (escape)** key on the keyboard acts as an **UNDO button** on any pages where an **UNDO button** exists. HOWEVER, it will NOT work on any field having a drop-down arrow; only the **UNDO button** will clear these fields).

It is important to remember NOT to use the back button in Internet Explorer or close the window without first saving the data.

EBC 1.9 (User: RAJK) - Microsoft Internet Explorer provided by Virginia Department of Health

https://viswebdev.vdh.virginia.gov/vitbeta/ebc_frame.ebc?res_id=494 → Uniform Resource Locator (URL)

File Edit View Favorites Tools Help

EBC 1.9 (User: RAJK)

- Advanced Search
- Mother
 - Search/New
 - Mother
 - Client View
- Pregnancies
- Message Center
- Cert. Assignment
- Reports
- Extracts
- Main Menu
- Security
- Logout

SMITH AMBER DOB : 01/01/1980 Pin Type : SSN Pin : 341265726

PAGE HEADER: blue header box provides information pertaining to client

Mother Update

PAGE NAME: name of current page being shown

• Mother's Secondary Races *: indicates that the field is conditionally required based on other criteria

L: List of Values

First Name: AMBER **

Last Name: SMITH **

Suffix: I

Pin Type: SSN **

Primary Race: WHITE ** L

Other Hispanic Origin: *

Birth Country(other than US): *

Date Created: 07/27/2006 10:18:58

Date Modified: 10/09/2009 10:29:20

Middle Name: JEANNE

Maiden Name: MYERS **

Date Of Birth: 01/01/1980 (mm/dd/yyyy)

Pin: 341-26-5726 *

Hispanic Origin: NON-HISPANIC **

Birth State: Vermont

Created By: TJOSEPH_H

Modified By: TJOSEPH

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NEXT: click to go to next page

** indicates that the field is required. (Will be highlighted in yellow)

DROP-DOWN: List of items to choose from (smaller than LOV)

Save Undo

UNDO: will clear screen of entered data before SAVE is used

SAVE: Must click to save info entered in screen

HELP

PAGE LEVEL HELP TEXT: connects users to immediate on-line, field level assistance only for the page being viewed

SCREEN CODE: unique identifier for each web page; use this code when reporting problems to the Help Desk

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EBURMU

LOGOFF BUTTON: allows user to completely sign off from application

Local intranet 100%

